Subjective Assignment: Excel Basics to Intermediate Level

Total Marks: 50

**Questions**: (3 Marks)

1. Explain the difference between a worksheet and a workbook in Excel.

2. Describe the purpose and function of the following Excel functions: SUM, AVERAGE, and CONCATENATE.

3. How would you freeze panes in Excel? Explain with an example.

4. Using conditional formatting, highlight the top 10% of values in a column containing sales data.

5. What is the purpose of the VLOOKUP function in Excel? Provide syntax and an example of its usage.

6. Explain the significance of absolute cell references ($) in Excel formulas. Provide an example to illustrate.

7.Describe the steps to create a pivot table in Excel. Provide a brief example of a situation where a pivot table would be useful.

8. How can you protect an Excel workbook from unauthorized access or modifications? Explain.

9. Describe the steps to sort data in Excel. Provide an example.

10. Create a chart (e.g., bar chart, line chart, pie chart) based on the data provided in the attached Excel file. Interpret the trends or insights conveyed by the chart.

**5 Marks**

1.Create a basic budget spreadsheet for a household. Include categories such as income, expenses (e.g., rent, utilities, groceries), and a column for calculating the remaining balance after expenses.

2. Using conditional formatting, highlight the top 10% of values in a column containing sales data. Additionally, calculate the total sales and average sales from the dataset provided in the attached Excel file.

3. Analyze the dataset provided in the attached Excel file and answer the following questions:

- What is the total revenue generated from the sales data?

- What is the average revenue per transaction?

- Which product category contributed the most to the total revenue?

4. Create a pivot table to summarize the sales data provided in the attached Excel file by product category. Interpret the insights conveyed by the pivot table.

Datasets:[assignment\_datasets.xlsx](https://docs.google.com/spreadsheets/d/1_DjWjtN2Crsl85hODX6zFn1uc8E2AgiB/edit?usp=drive_link)

**Submission Guidelines**:

- Submit your completed assignment in electronic format (Excel file).

- Ensure your Excel file is properly labeled with your name and the assignment title.

- Any additional explanations or notes should be provided in a separate document (e.g., Word file) if necessary.

**Note**: For any clarifications or assistance, please reach out to the instructor before the submission deadline.